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# NASA Procedural Requirements

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Request Notification of Change

 (NASA Only)

## **Subject: Procedures For Exchanging Parts, Materials, and Safety Problem Data Utilizing the Government-Industry Data Exchange Program and NASA Advisories**

**Responsible Office: Office of Safety and Mission Assurance**[| TOC](#) | [ChangeHistory](#) | [Preface](#) | [Chapter1](#) | [Chapter2](#) | [Chapter3](#) | [Chapter4](#) | [AppendixA](#) | [AppendixB](#) | [AppendixC](#) | [AppendixD](#) | [ALL](#) |

## **Chapter 4. Evaluation and Disposition of GIDEP ALERTS, GIDEP SAFE-ALERTS, GIDEP Problem Advisories, GIDEP Agency Action Notices, and NASA Advisories**

4.1 Upon receipt of a GIDEP ALERT, GIDEP SAFE-ALERT, GIDEP Problem Advisory, GIDEP Agency Action Notice, or NASA Advisory, all Program, Project, and Operations/Institutional Managers shall evaluate and disposition the GIDEP ALERT, GIDEP SAFE-ALERT, GIDEP Problem Advisory, GIDEP Agency Action Notice, or NASA Advisory by:

- a. Determining its relevance and impact to programs, projects, and institutions (Requirement 31847). (See paragraph 4.2 and 4.3 for exceptions to Program and Project Managers' requirements for closed-loop GIDEP reporting.)
- b. Identifying actions to be taken to reduce or eliminate any detrimental effects on programs, projects, and institutions or identifying other disposition actions to be taken (e.g., risk accepted after assessment, parts replaced, parts placed in segregated stores, additional testing performed) (Requirement 31848).
- c. Preparing and providing a response to the GIDEP ALERT, GIDEP SAFE-ALERT, GIDEP Problem Advisory, GIDEP Agency Action Notice, or NASA Advisory in the form of a Parts, Materials, and Safety Problem Impact Statement (NASA Form 1544 (see Appendix C)) or Center-designated form (Requirement 31849).
  - (1) For GIDEP ALERTS, GIDEP SAFE-ALERTS, GIDEP Problem Advisories, GIDEP Agency Action Notices, or NASA Advisories that do not apply to a program, project, or institution, the Program, Project, or Operations/Institutional Manager shall provide a "no impact" response on the form (Requirement 31850).
  - (2) The Center/Headquarters GIDEP ALERT and NASA Advisory Coordinator shall establish local processes to identify how these documents are to be processed and retained (Requirement 31851).
  - (3) The Center/Headquarters GIDEP ALERT and NASA Advisory Coordinator shall ensure that these documents are maintained for a minimum of five years following the end of operations (Requirement 31852).
- d. Collecting additional information as requested by the NASA Advisory initiator (Requirement 31853).

*Note: For example, NASA Advisories that deal with fraud will generally require additional information on the NASA Form 1544 to assist the NASA Office of the Inspector General in the preparation of any legal casework and to assist in cost-recovery action.*

Such additional information may include:

- (1) Programs, Projects, and Institutions Impacted (Block 7): In addition to the list of programs/projects affected, the costs incurred in investigation of the impact to the programs/projects should be indicated. If there is no impact, the costs incurred to make that determination should be indicated.

(2) Impact on Programs, Projects, and Institutions (Block 8): In addition to the required impact summary, the number of parts involved and their estimated cost should be indicated (e.g., 10 lots of fasteners totaling 135 fasteners with an estimated cost of \$10,000).

(3) Action Taken (Block 9): In addition to the summary of actions taken to eliminate or minimize the impact, any additional testing or inspection should be indicated. The results of those inspections or tests should be provided (e.g., Particle Impact Noise Detection test performed on 40 items with three failures). If a scrap decision is made, the number of items scrapped and their value should be indicated.

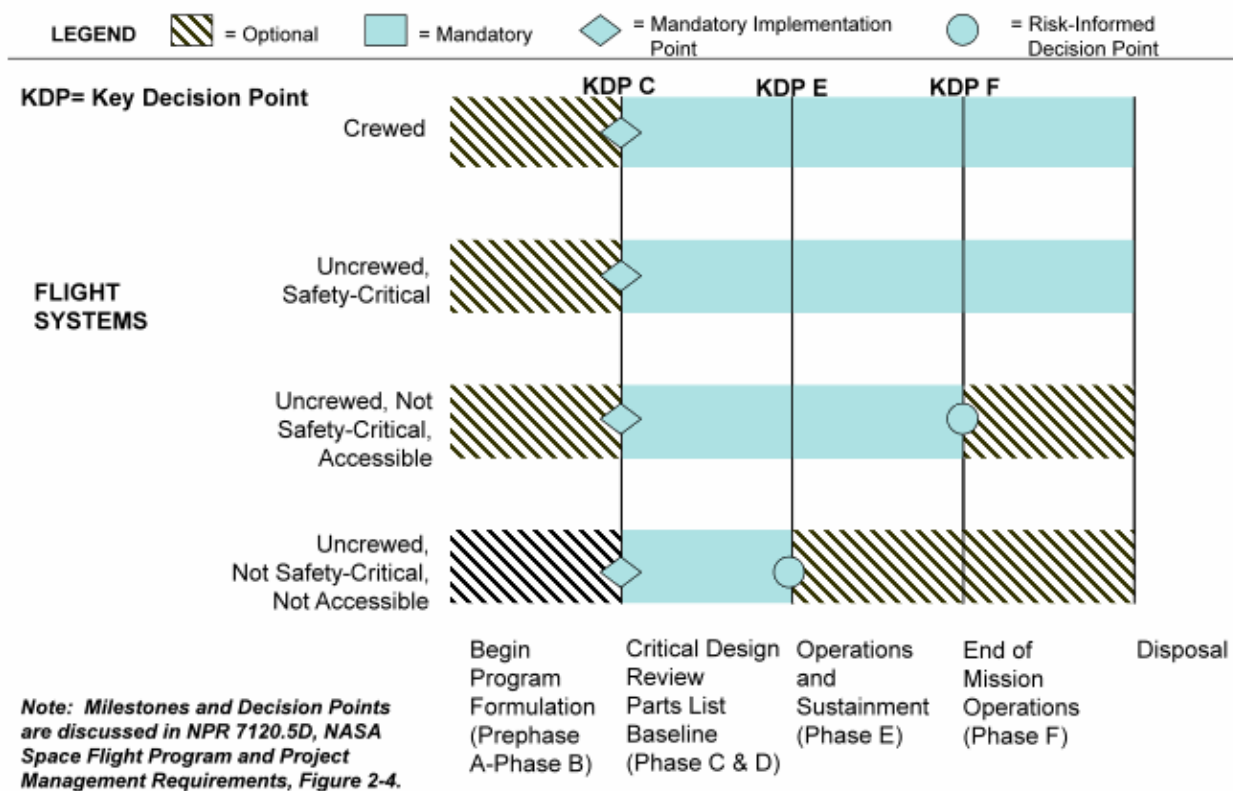
4.2 For flight operations, Program, Project, and Operations/Institutional Managers may discontinue closed-loop GIDEP reporting in accordance with Figure 1.

4.3 Program and Project Managers shall ensure that the baselining of the parts list includes a check of historical GIDEP ALERTS, GIDEP SAFE-ALERTS, GIDEP Problem Advisories, GIDEP Agency Action Notices, and NASA Advisories (Requirement).

4.4 For human flight operations and safety critical systems, Program, Project, and Operations/Institutional Managers shall continue closed-loop GIDEP processing throughout the entire program/project life until disposal (Requirement).

*Note: If the program/project does not operate in a crewed flight environment, and/or does not have any safety-critical elements, and/or is not accessible for control or repair after deployment, closed-loop processing may be terminated after deployment or completion of the designed life cycle as determined by a risk-informed management decision by the Safety and Mission Assurance Technical Authority for the program/project.*

**Figure 1. Decision Points for Discontinuing Closed-Loop GIDEP Reporting for Flight Systems**



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